

**Housing Finance Authority of Leon County
September 10, 2020
Meeting Minutes**

MEMBERS PRESENT: Mr. Mike Rogers, Vice Chairman
Mr. Andrew Gay, Treasurer
Dr. Jeffrey Sharkey, Secretary
Mr. Tom Lewis
Ms. Gail Milon
Mr. Charles White

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: None

HFA BOND COUNSEL: None

COUNTY STAFF: Matthew Wyman

GUESTS PRESENT: None

Call to Order by Vice-Chair Rogers

Vice-Chair Rogers called the meeting together via teleconference at 12:010 P.M. He explained the procedures concerning meeting by teleconference, which include (1) each member should identify themselves before making a motion, seconding a motion, or speaking, (2) all votes would be by roll call, and (3) no one should put the call on hold as a precaution against background music.

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Vice Chair Rogers, Treasurer Gay, Secretary Sharkey, Mr. Lewis, Ms. Milon, and Mr. White. Chairman George had notified staff more than 24 hours in advance of the meeting that she could not attend and was excused.

Agenda Item #2: Approval of the September 10, 2020, Agenda

Action Taken: #2 Vice-Chair Rogers called for a motion for approval of the September 10, 2020 Meeting Agenda. Mr. Sharkey motioned to approve, and it was 2nd by Mr. Lewis. Motion passed unanimously by roll call vote.

Agenda Item #3: Approval of the August 11, 2020 Minutes

Action Taken: #3 Vice-Chair Rogers called for a motion for approval of August 11, 2020 Meeting Minutes. Mr. Gay motioned to approve, and it was 2nd by Mr. Sharkey. Motion passed unanimously by roll call vote.

Agenda Item #4 **Public Comment**

There was no public comment.

Action Taken: #4 No action taken

Agenda Items #5A **Proposed Amendment to FY 19-20 Budget**

Mr. Gay explained the proposed budget amendment, moving \$1,500 from the Home Expo and \$1,500 from the 9/11 Day of Remembrance line items to the Emergency Repair line item. He noted that this did not increase overall expenditures.

Action Taken:
5A Mr. Lewis motioned to approve the proposed budget amendment, and it was 2nd by Ms. Milon. Motion passed unanimously by roll call vote.

Agenda Items #6A-6C **Financial Reports, Budget & Expenditure Approvals**

Mr. Gay presented the Financial Reports, including the August 31 balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

Action Taken:
6A, 6B, & 6C Ms. Milon motioned to accept the August 31, 2020 Financial Statement , the Income and Expense Report, and the proposed Expenditure and Debit Card Approval List, and it was 2nd by Mr. Sharkey. Motion passed unanimously by roll call vote.

Agenda Items #7A **Fiscal Year 2020-2021 HFA Budget**

Mr. Hendrickson explained the assumptions made in drafted the proposed HFA budget.

Action Taken: #7A Mr. Gay motioned to approve the proposed FY 2020-2021 HFA Budget, and it was 2nd by Ms. Milon. Motion passed unanimously by roll call vote.

Agenda Items #7B **Administrator Contract Extension**

Mr. Hendrickson explained that the existing Administrator contract allowed a one-year extension, and that the fee the upcoming year had been agreed upon in the existing agreement.

Action Taken: #7B Mr. Lewis motioned to approve the proposed one-year extension of the Administrator agreement and it was 2nd by Mr. Gay. Motion passed unanimously by roll call vote.

Agenda Items #7C Engagement Letter with Auditor

Mr. Hendrickson explained that the existing contract with The Nichols Group (HFA Auditor) permitted a one-year extension, and that the auditor had agreed to perform the FY 19-20 audit at the same price as the previous year.

Action Taken: #7C Mr. Gay motioned to approve granting the Administrator the authority to execute an Engagement Letter with The Nichols Group to perform the HFA's FY 2019-2020 audit, and it was 2nd by Ms. Milon. Motion passed unanimously by roll call vote.

Agenda Items #8 County Update

Mr. Hendrickson described the process related to land sales by the County. Mr. Wyman updated the Board on the Emergency Repair Program, land sales, and other items.

Action Taken: #8 The Board requested that Mr. Wyman research if a member of the HFA could serve on the Affordable Housing Advisory Committee.

Agenda Items #9A Magnolia Family

Mr. Hendrickson reported that the deal was moving forward with an anticipated bond closing date of early 2021.

Action Taken: #9A No action taken.

Agenda Item #9B: Emergency Repair Program

Mr. Hendrickson noted that Mr. Wyman had already updated the Board on the program.

Action Taken #9B: No action taken.

Agenda Item #9C: Real Estate

Mr. Hendrickson noted that Mr. Wyman had already updated the Board on the program. He added information on four recent sales.

Action Taken #9C: No action taken

Agenda Item #9D: Legal Update

There was no legal update

Action Taken #9D: No action taken.

Agenda Item #9E: To-Do List

Mr. Hendrickson reported that the to-do list was in the Board Packet.

Action Taken #9E: No action taken

Agenda Item #9F: State Legislative Update

Mr. Hendrickson reported on the ongoing effort to seek an appropriation of the vetoed SHIP funds at any Special Session of the legislature.

Action Taken # 9F No action taken.

Agenda Item # 10: Adjournment

On a motion by Ms. Milon, 2nd by Mr. Gay, the Board voted unanimously by roll call to adjourn the meeting at 12:38 PM.

Marnie George, Chair

Jeffrey Sharkey, Secretary Date:

EXPENDITURE & DEBIT CARD APPROVALS: SEPTEMBER 10, 2020

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	8-15-20 to 9-14-20	\$ 3,791.67
EFT	The Hendrickson Company	Administrator		\$ 3,791.67
	Nabors Giblin & Nickerson	Legal	8-3-20 to 8-31-20	\$ 290.00
EFT	Nabors Giblin & Nickerson	Legal		\$ 290.00
	Leon County	Emergency Repair	9/10/2020	\$ 1,500.00
1113	Leon County	Emergency Repair		\$ 1,500.00
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Jersey Mike's Subs	Operating Supplies: Lunch		
	Office Depot	Copying		